

Special Milk Program (SMP) Daily Milk Count Form

For information on completing this form, review the Connecticut State Department of Education's (CSDE) [Instructions for the SMP Daily Milk Count Form](#). An Excel version of this form is available on the CSDE's [SMP](#) webpage.

Name of town or school: _____

Agreement number: _____

Month and year: _____

Beginning inventory:

Number of half pints (8 fluid ounces) of milk served to children							
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Date	Free	Paid	Total milk served (column 2 plus column 3)	Total milk served adults	Total daily milk served (column 4 plus column 5)	Total daily milk delivery	Milk leftover at end of day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Totals							

On the Online Claim Form, record the column 1 total in M5a and the column 2 total in M5b.

Total Monthly Milk Served		
A	Beginning inventory	
B	Milk purchases	
C	Total milk available	
D	Ending milk balance	
E	Total milk served	

Number entered at top of form

Column 7 Total

Add Beginning Inventory (A) and Column 7 Total (B)

Number from Column 8 on **LAST DAY** of the month (NOT Column 8 Total)

Subtract Ending Milk Balance (D) from Total Milk Available (C)

This number must equal the total in Column 6

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For more information, visit the CSDE's [Special Milk Program](#) webpage or contact the [SMP staff](#) in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at http://portal.ct.gov/-/media/SDE/Nutrition/SMP/DailyMilkCountForm_version2pdf.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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